



WORK AT SHIPLEY COLLEGE

Business Development Officer

Shingley College - Great people, great place!

Hours: 37 hours per week, full year

Salary: £23,220 - £24,488 Per annum

Closing Date: Mon 22nd July 2024 - 9.00am (We may close the advert early if sufficient applications are received. So early applications are advised)

Interview Date: To be confirmed.

An exciting opportunity has arisen for a Business Development Officer to join the Business Development Team, working predominantly on the recruitment of Apprentices for our employers within the local area and across Bradford and district.

The successful candidate will work within the team liaising closely with both small and large employers, to recruit their future workforce.

Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> ● Enhanced Annual Leave ● Enhanced pension contributions ● Access to a free gym on site ● Reduced cost train travel* ● Access to free onsite car parks ● Professional Development opportunities <p>*qualifying period applies</p>	<ul style="list-style-type: none"> ● Evidence of a good standard of education, including level 2 in literacy and numeracy or equivalent ● Previous experience in a customer facing role ● Experience of working towards, and achieving, delivery of challenging targets ● Excellent customer service, effective, professional telephone and written communication skills ● Proficiency with IT packages

How to Apply: Application forms can be obtained from www.shingley.ac.uk. Completed applications should be submitted to jobs@shingley.ac.uk

<p>Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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Job Description

JOB TITLE	Business Development Officer
RESPONSIBLE TO	Head of Business Development

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF JOB

To support the college in meeting recruitment and income targets for apprenticeships and other employer related activities.

DUTIES AND RESPONSIBILITIES

- To recruit potential Apprentices and match them to apprenticeship vacancies.
- To respond promptly to all Apprenticeship enquiries from the Digital Apprenticeship System, Get My First Job and direct contacts through email.
- Support the Business Development team to achieve recruitment targets across various college provision.



- To support adults and young people with developing their CVs, interview technique and other employability skills through a range of media, including online, over the phone and in person.
- To provide information, advice and guidance to adults and young people wishing to apply for apprenticeships and other training courses.
- To liaise with stakeholders to identify appropriate candidates for Shipley College provision.
 - To work closely with employers to identify and promote training opportunities within their organisation.
- To record all activity within appropriate systems and update other relevant records as required.
- To participate in appropriate team meetings and liaise with the course coordinator regarding recruitment onto apprenticeship programmes.
- To occasionally work outside normal working hours as required.
- To represent the college in a professional manner when dealing with external agencies and present clear and accurate information on the offer or service provided.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 (equivalent) Qualification in Maths or willingness to work towards
Level 2 Qualification in English or willingness to work towards
Previous work in a customer facing role
Experience of working towards, and achieving, delivery of challenging targets
Effective and professional telephone communication skills with the ability to communicate effectively through written, oral and electronic methods with a high attention to detail
Ability to communicate and develop good working relationships with all stakeholders within Shipley College and the wider community
Ability to offer a high standard of service to clients from a range of backgrounds, primarily private sector
Effective presentation, organisational and administrative skills
Reliable and excellent time keeping

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Level 2 IT qualification or experience using a Client Relationship Management (CRM) system to record and track activity
Ability to work within a teamwork and to use initiative
Effective and professional telephone communication skills with the ability to communicate effectively through written, oral and electronic methods with a high attention to detail
Creative approach to problem solving
Highly motivated and able to inspire those around you to success
Flexibility
Ability to use initiative
Ability to persuade and negotiate with stakeholders and clients



DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Clean driving licence, access to vehicle with business insurance
Background in recruitment
Ability to work flexible hours as required by the role
Knowledge and experience of Equality, Diversity and Safeguarding
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda



Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride

ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

97% of students agree that the College is a safe place to learn.

96% of students agree that College staff are friendly and helpful.

